



South Dakota




Entered the Union: 1889
 Population (est. 1994): 721,000 Rank: 45/50
 Land Area (square miles): 75,898 Rank: 16/50


State Historical Records Coordinator (acting):
 Richard Popp, State Archivist
 South Dakota Historical Society
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1975 State Records Management Initiated: 1967 Archives Placement Department of Education and Cultural Affairs, Division of Cultural Affairs, Office of History, South Dakota State Archives Records Management Placement Bureau of Administration, Records Management	Total State Govt Expenditures (1993): \$1,603,543,000 Total Budget, Archives and Records Management (FY 1994): \$478,862 Percent of Total State Expenditures Allocated to Archives and Records: 0.030 % State Archives and Records Management funding have both decreased over last 2 years.

STAFFING				
State Government FTEs (1992): 13,517		Number of Archives/Records FTEs per 1000 State FTEs: 1.04		
Archives & Records FTEs (1994):			Average earnings for all full-time state employees (Oct. 1992): \$25,992 per year	
Total	14			Salary ranges for entry level professionals
Archives	8			
Records Mgt	6	State Records Officer \$24,500-36,800		

HOLDINGS					
State Archives				Records Center	
Paper records				Paper records	Government 18,000 cu. ft.
Government & nongovernment	8,500	cu. ft.		Nongovernment	0 cu. ft.
Microfilm (total no. of rolls)	16,000	rolls		Microfilm (total no. of rolls)	61,200 rolls
Photographs	95,000	items		Computer tapes	5,350 reels
Films, videos, audio tapes	3,000	tems			
Maps, blueprints, drawings	100	cu. ft.			
Books, other printed	15,000	items			

ACCESS TO RECORDS IN STATE ARCHIVES



Reference services provided (FY 1994) Individual daily visits 2,766 Mail requests 2,734 Telephone requests 4,275 Reference activity increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 415 cu. ft. (350 series)
Services provided free of charge: Use of reference room	Descriptions of holdings are provided through: Networks: OCLC South Dakota Library Network
Services provided for a fee: Answers to in-state and out-of-state mail requests Photocopies and faxes of documents or finding aids Typed certified copies or exemplifications Commercial use of documents/photos Fees for faxes have been initiated in last 2 years.	Nonelectronic finding aids available at State Archives describe 80% of the holdings at the record group level. Automated finding aids accessible in-house describe 70% of State Archives holdings at the record group level

FACILITIES**State Archives**

(located in building owned by state and leased from Bureau of Administration)

Constructed: 1989

Total storage capacity: 20,000 cu. ft.

Percent now occupied: 40%

Will be full in 10+ years

No construction planned

Microfilm unit stores some archival records (approximately 4% of total holdings).

Existing environmental controls:

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

100% fire suppression

State Records Center

(owned by Bureau of Administration)

Constructed: 1965 Renovated: 1980

Total storage capacity: 18,500 cu. ft.

Percent now occupied: 89%

Will be full in 10+ years

No construction planned

Existing environmental controls (no standards):

20% year-round temperature controls

0% year-round humidity controls

0% fire detection

0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by State Archives (FY 1994):**

No. completed 90 (state agencies)
70 (local govt officials)
No. of agencies served 60 (state agencies)
48 (local govt officials)

Technical assistance provided by Records Management (FY 1994):

No. of agencies served 30 (state agencies)

No. of local government units (1992):

64 counties 184 school districts
310 municipalities 273 special districts
971 townships

Services to state agencies

Training (Records Management)
Micrographics services (State Archives, Records Management)

Services to local governments:

Training (State Archives)
Publications (Records Management)
Conservation/preservation (State Archives)
Micrographics services (State Archives, Records Management)
Consultation/advice (State Archives)

Services to nongovernment repositories:

Training (State Archives)
Conservation/preservation (State Archives)
Micrographics services (State Archives)

State Archives has authority to accept original archival records from local governments

MICROGRAPHICS**Microfilming activities by State Archives (FY 1994)**

Source document microfilming 745,643 images
Processing 710 rolls
Duplicating 807 rolls

State Archives provides centralized micrographics services for state and local government agencies.

Records Management provides centralized micrographics services for state agencies.

State Archives has experienced redox problems but Records Management has not.

Records Management stores security microfilm for state and local government agencies

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

4,010 sheets cleaned
50 sheets deacidified
600 sheets encapsulated
10 volumes rebound

State Archives does not have a written preservation plan but is in the process of developing a written disaster plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

South Dakota does not have a statewide preservation plan or a disaster response team.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Finding aids	Q&A, Word Perfect
Inventory control	Q&A, Word Perfect
Correspondence	Word Perfect
Publications	Word Perfect

Records Management uses the following automated applications:

Inventory control	DisplayWrite 4, Q&A
Records scheduling	DisplayWrite 4, Q&A
Correspondence	Word Perfect 5.2, Q&A
Bookkeeping	Q&A

Electronic Mail

State Archives and Records Management staff can communicate within their agencies and with other state government agencies through a government-wide e-mail system.

NASIRE reports that South Dakota has implemented statewide, cross-agency electronic mail.

ELECTRONIC RECORDS

Neither State Archives nor Records Management has an electronic records management program.

Records Management has surveyed/inventoried electronic records in state agencies.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1992 statute
Does not include e-mail or electronic records.

Public's right to access to government records
provided in statute.**Restrictions to specific classes of records**
provided, restrictions expire at varying times.**Permanent paper standards**

1994 statute

Optical imaging standards

None

Admissibility of microfilm

1963 statute

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

None

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

No activity reported.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that South Dakota is considering a statewide system for electronic access to government information.

NGA does not report any activity for South Dakota.

State of South Dakota

<http://www.state.sd.us/>

FOR FURTHER INFORMATION**State Archives**

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Records Management

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Notes**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Marvene Riis, Accessions Archivist, South Dakota Historical Society, 900 Governors Drive, Pierre, SD 57501. Telephone: (605) 773-4233. Records Management: Susan Pietrus, Director, Records Management, 500 East Capitol Avenue, Pierre, SD 57501. Telephone: (605) 773-3589.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.